SUBJECT: Request for Proposals – FY2017- FY2018 Human and Workforce Development Services Consolidated Funding (RFP 16-036), Scheduled to Open: **May 2, 2016**; Date of Issue: **April 1, 2016**

FROM: Denise Gallegos, C.P.M., CPPB
Procurement Administrator

DATE: April 26, 2016

THIS NOTICE SHALL SERVE AS ADDENDUM NO. II - TO THE ABOVE REFERENCED REQUEST FOR PROPOSAL

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS ON COMMUNICATION:

Question 1: With the three page limit, can we submit the management plan and organizational chart as a separate attachment?
Response 1: Yes

Question 2: On the scorecard, under data source and quality standards, are we limited to only 3? Not seeing where more can be added.
Response 2: We would like to limit it to 3 and to include your most meaningful information. If you need to add more, you can add this information in the explanatory notes.

Question 3: On the VOSBPP, it is not letting me tying in the form. Is it ok to print it out and fill it in manually?
Response 3: Yes

Question 4: If we would like to submit match documents, where should they be included within the proposal? Would they need their own tab and/or should they be in the Table of Contents?
Response 4: We are not requiring match documents to be submitted for the agency match as in Section 003 – Background. If awarded, contractors will need to provide the agency match documentation. If the agency is demonstrating program match, this can be included in the Proposed Plan narrative and the Total Program Budget.

Question 5: In the Program Line Item Budget, we noticed Food for Participants under Commodities is no longer listed as it has been in previous years. Is this no longer allowed or should we list food/refreshments under Other\Commodities? However, we did see Food for Program Participants under Fixed Charges. Our only concern is we usually have food for events/workshops. We have never given out food services as support services.
Response 5: Food for participants should be budgeted in the Direct Assistance Payments to Program Participants line item.

Question 6: Where can I obtain the correct scorecard?
Response 6: Refer to **http://www.sanantonio.gov/RFPListings/** for the most current forms.

Question 7: Clarification needed on the Veteran-Owned Small Business Preference Program Tracking Form. If this form is not applicable to my organization does page three require a signature?
Response 7: Yes the form requires a signature.

Question 8: Clarification needed on the Certificate of Interested Parties Form. Who is the interested party? What is the certification number (since the contract has not been awarded)? Can you please provide guidance/clarification on the information that is needed to fill out the form? How do we know this form has been filled out correctly and is in compliance?
Response 8: Additional information can be found at: https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm and http://www.tml.org/legis_updates/h-b-1295-contracts-disclosure-ethics-commission-continues-to-modify-implementing-rules.

Question 9: If we drop off the proposal will we be given received/confirmation receipt for our records? Any type of confirmation that document has been officially submitted?
Response 9: If requested, the City Clerk can provide a receipt of delivery.

Question 10: What are the hours of operation for the drop off location?
Response 10: The Office of the City Clerk will accept proposals from 7:45 a.m. – 5:00 p.m. local time.

Question 11: Would paid internships that achieve the goals of Workforce Development and College & Career Readiness be acceptable?
Response 11: The Scope of Service for Workforce Development includes the following: "Programs applying under this category should report results related to employment gains." Each program can have other performance measures and services that are related and in line with Workforce Development and College & Career Readiness as it relates to the program including paid internships. Each proposal should describe how the services, objectives, or outcomes relate to the Scope of Service in either Long-Term Job Training or Adult Education/Short Term Services.

Question 12: Under the School Success area, there is a targeted population that is mentioned, "especially children with disabilities or other barriers to learning," would you please share additional examples of the targeted population? Would this include, military children, lower income, and Spanish speaking?
Response 12: Other barriers to learning can encompass a range of things from social and cultural, environmental, motivational, emotional, etc. These are examples, but it should be defined and demonstrated in the Respondents proposal of what barriers to learning are being addressed and what target population is being served.

Question 13: If an organization submits 2 proposals under College and Career Readiness (2nd bullet under Youth Services on page 5 of the RFP), will it affect the likelihood of one or the other proposal receiving funding?
Response 13: Consideration and recommendation for funding is based on the evaluation committee scores and rankings. Respondents can submit requests for funding for more than one project proposal under a given category or subcategory, but proposed services must be unique and not duplicative in nature.

Question 14: If funding for interns is allowed, would the line item go under Salaries in the budget?
Response 14: The salaries line item is for agency employees or staff, if the intern is not an agency employee, then they should be budgeted under Fees to Professional Contractors. If awarded, DHS will work with the Contractor on developing appropriate line item budgets.

Question 15: Under College and Career Readiness, can a proposal target both high school student and college age populations?
Response 15: Yes – for college prep or retention strategies. If it's for career development/training, you should apply under workforce development.

Question 16: When completing the agency scorecard, may indicators be in percentages or must they be raw numbers?
Response 16: They can be percentages.

Question 17: For the proposed plan, is the organizational chart included in the 3 page limit?
Response 17: No, only the summary of information or narrative.

Question 18: Do we only include personnel directly involved with the project in the organizational chart?
Response 18: Refer to Attachment A, Part Four – Proposed Plan.

Question 19: Is it necessary to include all of the "to include" items listed in any one area of focus (i.e. At-Risk Youth Prevention focuses on character traits including evidence based teen pregnancy prevention; truancy intervention; deterrence from gang participation and crime; substance abuse prevention; emergency shelter services; and increasing job readiness)?
Response 19: Respondents should select the area of focus that their program falls under.

Question 20: Are there any Specific Assistance guidelines such as all clients must fall within the 200% poverty rate or other guidelines?
Response 20: Respondents define the program eligibility and target population for services.

Question 21: Does the Veteran Owned Business need to filled out to reflect the program submitting or overall agency?
Response 21: The form applies to the overall agency.

Question 22: Does there need to be a pledge letter for the supportive funds for the match component?
Response 22: No, not for the proposal.

Question 23: Does the program budget need to be for the current, functioning fiscal year or the projected fiscal year (FY16 vs FY17)?
Response 23: The program budget is for the projected FY 2017.

Question 24: Does the veterans' rapid-rehousing have restrictions on financial aid for medications or transport (i.e. bus passes and gas assistance)?
Response 24: Refer to the Department of Housing and Urban Development (HUD) federal regulations for Emergency Solutions Grant fund for Rapid Re-housing eligibility and allowable costs.

Question 25: On page 44, RFP Attachment A, Part Three - Experience, Background, Qualifications, #8, what are you looking for as the "Respondent's type of financial statement assurance"?
Response 25: A statement of the organizations current state of financial health. Describing if there are any concerns noted in their audited financial statements.

Question 26: On the Delegate Agency Scorecard, could you please explain the difference between 1. School readiness success, 3. High school graduation rate/education success, and 5. High school graduation rate?
Response 26: School Readiness Success is for Early Childhood Support, High School Graduation/Education Success and High School Graduation Rate is for Youth Services. Please choose one that best fits your funding category.

Question 27: On page 3 of the RFP it states, "non-profit organizations must provide the most recent internal Revenue Service letter of tax-exempt status under sections 501 (c) (3) or 509 (a) to verify nonprofit status". Where would this be included in the response?
Response 27: This may be submitted with the IRS 990.

Question 28: Printing of the Executive Summary and Agency Scorecard - As hard copies are required to be submitted, how are the Executive Summary and Agency Scorecard printed out so that all the text in the fillable boxes is revealed? The current form masks text when printed.

Response 28: Attachment A, Part Two – Executive Summary has been updated and is available at **http://www.sanantonio.gov/RFPListings/.**

Question 29: Budget forms, Line Item – there are protected fields prohibiting input on areas where input is required**.**

Response 29: All fields requiring data input are not protected.

Question 30: Will required attachments that are not posted separately at http://www.sanantonio.gov/purchasing/biddingcontract/opportunities.aspx or not available through links in the RFP (i.e., Attachment A, Parts 1, 3 & 4, Attachment F and Attachment I) – *particularly Attachment A Parts 3 & 4* – be provided in word doc format?

Response 30: No.

Question 31: Why did the City choose to release the RFP on a Friday afternoon, starting the 30 day countdown to the deadline? With the deadline on a Monday morning, that effectively takes 3-5 working days off agencies' time to prepare the proposal**.**

Response 31: The RFP was issued within the timeline that the City had to work with and provides for a 31 day response period.

Question 32: Why did the City choose to hold the first pre-submittal conference another 10 days into the countdown to the deadline?

Response 32: The pre-submittal conference was scheduled approximately one week out from the RFP release date to allow for ample time for Respondents to read the RFP document and come prepared to the pre-submittal conference with questions that were not addressed in the RFP document.

Question 33: If we have prior commitments and existing contracts with school districts, do we need to provide letters of support with the RFP?

Response 33: No, this can be stated in the proposed plan and included as references on the General Information form.

Question 34: Which assessment tools can be used to demonstrate academic reading skills of third graders? Is it just the STAAR test?

Response 34: This is left up to the Respondent to establish and explain what assessment tools or evidence based tools are used to measure outcomes and results. The STAAR Test is one tool.

Question 35: Can references submitted for the proposal be committee members**?**

Response 35: Reference as provided in Attachment D - General Information Form, should include contacts that the Respondent has provided services to within the past three (3) years.

Question 36: Would the City consider a proposal to reach families through an opt-in text messaging service focused on parent engagement, child health, literacy, and child development**?**

Response 36: The City will consider and accept proposals that meet the Scope of Service in the RFP and are in alignment with City Council investment priorities.

Question 37: Can funds be used to contract an evaluator to assess the effectiveness of the program?

Response 37: The budget will be reviewed by the evaluation committee and the City for reasonable costs and That are in line with the services provided. All budgeting items should be provided in the budget narrative that explains in detail the development of the line item budget how the budget is connected to the results, and pricing is reasonable.

Question 38: We use our vehicles to pick up and deliver food items for the kitchen. Where should we list this expense? Possibly in the yellow section under Commodities?

Response 38: If an agency intends to budget for vehicle maintenance and repair (Oil changes, tire rotation, general repairs, etc.), it would go under GL 5204080, Maintenance and Repair – Machinery and Equipment.

Question 39: We have men and women who stay on Haven property enrolled in our Training Program. They receive a stipend of $50 per week. Where is the best place to list this expense? Would it be in the yellow section under Contractual Services? –

Response 39: If they are participants in the COSA funded program, this would be billed under GL 5407020, Direct Assistance Payments to Program Participants.

Question 40: We have volunteers daily in the kitchen working. They sign in and out each time they work. I believe that I can add a value of $8.00 per hour for their time. If we did not have them an entry level kitchen helper is paid $8.00.

Response 40: This description suggests in-kind match, which would only be acceptable as program match for ESG funded programs. In-kind match is not an acceptable source of non-COSA match.

Question 41: We receive in-kind donations of food products through the Harvest program, the San Antonio Food Bank, and Meeting the Need. With each of these we have a measurement of what is donated and a value. Can we use this as our match?

Response 41: This description suggests in-kind match, which would only be acceptable as program match for ESG funded programs. In-kind match is not an acceptable source of non-COSA match.

Question 42: I would like to define unduplicated meals we serve. If we have a woman who is pregnant she receives 2 meals from us. This would record as 1 service of 2 meals. Normally it is 1 service of 1 meal. Does this count as an unduplicated count for the City?

Response 42: We don't see a problem with accepting unduplicated meals performance measure as 1 service of 2 meals daily as long as SVDP maintains a daily schedule log documenting the AM and PM meals for each client.

Question 43: This is our first time to respond to an RFP. The "New Agency Fund" is mentioned in the RFP description, without much detail. On RFP Attachment A, Part One, should we mark "Senior Services" under Children & Family Services, or should we mark "New Agency Fund", or should we mark BOTH?

Response 43: Yes, both. Please mark what service category you will be applying under, for example Senior Services, and also that you are a new agency and select New Agency Fund.

Question 44: Our agency only has to file a 990-N ("postcard") because our annual revenue has been less than $50,000 for several years. This will change at the end of FY 2015, but for now we can only provide a screenshot of the IRS page showing that we have filed the 990-N. We have our financial statements for the past 2 years, but there have been no official financial audits.

Response 44: Agencies should submit whatever documentation they have with their proposal for the IRS 990 or financial statements.

Question 45: In the workshop on the afternoon of April 13, Mr. Lowe repeatedly said we cannot use any city contacts as our references. We have good relationships with the managers of senior centers where we provide classes--but we cannot use them as references? What about the Well-Med partnership centers such as Alicia Trevino Lopez and Doris Griffin--the managers at those centers are Well-Med employees, so it would be OK to use them as references? We provide classes at smaller centers, also (Ella Austin, Elvira Cisneros, Wesley Community Center (Methodist system) but we don't do nearly the level of business with them as we do with the others.

Response 45: References should include individuals/organization besides City staff. The General Information Form should include contacts that the Respondent has provided services to within the past three (3) years.

Question 46: For the Professional Services contract, we were able to get an "insurance coverage waiver." Might this be possible if we successfully respond to the RFP?

Response 46: For proposal submittal, the insurance documents are not required at the time of submittal. Should an agency be awarded a contract, the insurance requirements must be met unless the City's Risk Management can approve or waive certain coverage's.

Question 47: As a Professional Services contractor, we have not done any "Outcome Measures. In the workshop, other agencies suggested that giving our dancers surveys on a regular basis would be a good measure of outcomes, and perhaps the capacity-building aspect of being a new agency would provide funds for such measurements.

Response 47: Survey's is one tool to measure success and outcomes of services. Applicants awarded a contract will have the opportunity to negotiate with City staff on developing meaningful and successful outcomes and results measures. City staff will provide technical assistance in this area should a contract be awarded. However, Respondents' should make their best attempt to define and report on meaningful outcomes for this RFP.

Question 48: On this Scorecard, what are the definitions of each section? In the workshop, an example for "Outcomes/Results Measures" was "1. Improved rate of literacy (supported by data from the school districts)" Under "Outputs" it has 1. Number of Unduplicated Clients. Why is that there? Is it supposed to stay there for everyone? "Data Source and Reporting" would be where I'm getting my info, I presume. "Quality Standards" --what is that? Someone in a workshop said "IEP Differences" but I don't know what that means. I think IEP is Individual Education Plan, but that would not relate to seniors.

Response 48: "Outcomes and Results" refer to changes that an organization brings about in behavior, attitudes and condition of its customers or clients. Outcomes measure the impact of the services provided. The tracking of information as the number of client services, or the quantity of services, programs or activities, vent though they are important data points, they represent "outputs" of an organizations activities rather than outcomes. All Respondent's need to report the number of unduplicated clients that they plan to serve with the amount of funding being requested. The "Data Source and Reporting" is where the Respondent will get their data for the measures and "Quality Standards" can be a description of minimum standards and requirements for services within the program which can include quality standards or special licenses or qualifications of staff. Should a contract be awarded, additional training and technical assistance will be provided to new agencies on performance measurement development and reporting.

Question 49: I plan to ask the Senior Center Managers for examples of their Outcomes/Results Measures, and the other items listed on that attachment.

Response 49: Refer to Section 011 – Restrictions on Communication.

Question 50: What would a nicely-completed Attachment B look like?

Response 50: A completed Attachment B – Delegate Agency Score Card shall be submitted.

Question 51: We are already a vendor with the City. Do I need to fill out the Certified Vendor Registration Form anyway?

Response 51: Agencies already registered in the San Antonio Central Vendor Registry do not need to re-register. For additional assistance, San Antonio Central Vendor Registry can be contacted via email vendors@sanantonio.gov or via phone (210) 207-0118.

Question 52: In the directions, as well as in the meetings, we were told that it's up to us to use the latest forms for the RFP. If something changes, will the "contract" web page indicate that there has been a change, so that we know to download a new one? Or do we need to go line-by-line, looking for a possible change? For this RFP, ALL the forms we need are listed, other than additional pages required in the Attachments?

Response 52: When a change to the RFP or the forms are made "REVISED" will be noted in the document title.

Question 53: Is there any way I could make an appointment with you or someone in your office who could look at my submission to make sure it's all there, in the correct format?
Response 53: Refer to Section 011 – Restrictions on Communication, the proposal or formatting cannot be reviewed prior to the closing date of the RFP.

Question 54: How do you see Senior Services fitting in to the goals of SATomorrow?
Response 54: Refer Section 005 – Additional Requirements.

Question 55: The COSA General Ledger codes are on the far left-hand side of the form. There is a column for Contractor's GL but we don't use numerical codes, we use QuickBooks which uses account descriptions; can we leave that column blank**?**
Response 55: If GL numbers are not used, please type up a simple one line statement indicating that your organization uses account descriptions only, as opposed to GL numbers. Alternatively, if your account descriptions are fairly short (less than 15 characters), you can enter them into the Contractor’s GL column.

Question 56: For the original proposal submission, Respondents with more than one program, should Attachments A, B and C be grouped by program? Please provide an example.
Response 56: The original proposal submission shall be organized as follows: Program 1: Attachment A, B, C; Program 2: Attachment A, B, C; the rest of the documents shall only have one copy and following in the order listed in Section 008 – Proposal Requirements.

Question 57: Please define key personnel.
Response 57: Staff working on the project / personnel and Agency Director oversight.

Question 58: Does this percentage refer to a percent budget allocated to the project of the percentage of total time on the project?
Response 58: Percentage allocated to the project.

Question 59: Is the scorecard limited to one page or two pages?
Response 59: The score card was revised to limit the number of characters entered per fillable box to control the number of pages.

Question 60: Should addendums be placed after the Proposal Checklist in the original proposal?
Response 60: Addendum I and Addendum II are not required to be submitted with the response.

Question 61: During the workshop the consultant addressed “collective impact” of our proposed programs. Could the City provide a definition of collective impact?
Response 61: This was the consultant’s terminology. The City does not have a definition of collective impact.

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